

Document Matches

Step 1:

1. Matching is done at the document level by first comparing document totals, number of line items, and transaction date within 5 days. In addition to document level matching, line level matching is also performed to match line items comparing BOC, amount, and program code. Only unique one to one matches are displayed at the document level.

Select an ORGN and PROGRAM to use for document matching. BOC is optional but not mandatory.

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- The ORGN dropdown menu displays a list of ORGNs that you have access to along with the number of unreconciled line items for each ORGN. Only ones with >0 unreconciled lines are displayed.
- For users with “ALL” access in FDW, this will be a textbox instead of a dropdown.

Document Matches [X]

A list of matches at the document level is displayed for a particular ORGN.

To get a match a search is done at the document level comparing document totals, number of line items, and transaction date within 5 days. In addition to document level matching, line level matching is also performed to match line items comparing BOC, amount, and program code. Only unique one to one matches are displayed at the document level.

Please select an ORGN and/or program code to use for document matching.

ORGN: [dropdown] Program: [text] BOC: [text] [Search]

5103 - (15 unreconciled lines)
5510 - (10 unreconciled lines)
5530 - (2 unreconciled lines)
5550 - (127 unreconciled lines)
5560 - (41 unreconciled lines)
5570 - (18 unreconciled lines)
5610 - (133 unreconciled lines)
8101 - (242 unreconciled lines)
8112 - (450 unreconciled lines)
9732 - (44 unreconciled lines)
9748 - (1785 unreconciled lines)

Match Ledger Lines

Try to match the ledger lines that come up do the following. Reconciliation matching can also be performed at the Line Level using customizable criteria that can be configured to match on different fields. To continue on to Line level matching, click the "Match Ledger Lines" button.

ORGN

Is the middle four digits of a specific program code, and always corresponds to a program code

(3rd thru 6th digits of the program code or 4th thru 7th of the Accounting Code)

Program

Program code is a 9 digit code made up of 2 digits appropriation, 1 digit division, 4 digits

organization, which includes division, and 3 digit reporting category.

Example: 523405030

BOC

The BOC code that has been assigned to the transaction in FFIS.

<http://dab.nfc.usda.gov/pubs/docs/bocc/bocc.pdf>

Step 2:

2. Search

<Click> to execute the search criteria.

Step 3:

Search Results

- If document matches are found, they will be displayed in the list.
- Only unique matches are displayed. If either document matches multiple ones, the matches are filtered out.
- Matching criteria is always displayed in the header information text.
- Document matching compares the following FDW and ACMS fields:
 - Document total
 - Number of line items
 - Transaction date within 5 days
 - Each line item must match on the following fields:
 - BOC
 - Amount
 - Program Code

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Please select an ORGN and/or program code to use for document matching. Click "Reconcile" to reconcile checked records, or select a different ORGN to use for document matching.

ORGN: Program: BOC:

2 ledgers were matched.

Reconcile	Source	Document #	Date	Reference Info	Vendor Name	BOC	Account	Amount
<input checked="" type="checkbox"/>	FDV	A1 67437500001	2006-04-06	12942222256 C 40608411037	CHIPMAN CORPORATION	2570	6525550171	-165.49
	FDV	A1 67437500001	2006-04-06	12942222256 C 40608411037	CHIPMAN CORPORATION	4310	6525550171	-1.55
	ACMS	117305	2006-04-06	12942222256 C 40608411037	CHIPMAN CORPORATION	2570	6525550171	-165.49
	ACMS	117305	2006-04-06	12942222256 C 40608411037	CHIPMAN CORPORATION	4310	6525550171	-1.55
<input checked="" type="checkbox"/>	FDV	VD 06074A01209	2006-04-12	C047260603P	CHIPMAN CORPORATION	2500	6525550171	-45.00
	ACMS	117344	2006-04-12	C047260603P	CHIPMAN CORPORATION	2500	6525550171	-45.00

Matching criteria.

- Document matches are separated from each other through color highlighting.
- FDW record is displayed first, then the ACMS record.
 - Type of document is indicated by "Source" column.
- The Checkbox in left column indicates that you wish to reconcile the two item. They are initially checked and must be unchecked if you do not wish to reconcile them.
- When you ready to reconcile the records, click on the "Reconcile" button.

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Please select an ORGN and/or program code to use for document matching. Click "Reconcile" to reconcile checked records, or select a different ORGN to use for document matching.

ORGN: 5550 - (122 unreconciled lines) Program: BOC: Search

2 ledgers were matched.

Reconcile	Source	Document #	Date	Reference Info	Vendor Name	BOC	Account	Amount
<input checked="" type="checkbox"/>	FDW	A1 67437500001	2006-04-06	12942222256 C 40608411037	CHIPMAN CORPORATION	2570	6525550171	-165.49
<input checked="" type="checkbox"/>	ACMS	117305	2006-04-06	12942222256 C 40608411037	CHIPMAN CORPORATION	2570	6525550171	-165.49
<input checked="" type="checkbox"/>	FDW	VD 06074A01209	2006-04-12	0047260603P	CHIPMAN CORPORATION	2500	6525550171	-45.00
<input checked="" type="checkbox"/>	ACMS	117344	2006-04-12	0047260603P	CHIPMAN CORPORATION	2500	6525550171	-45.00

Reconcile

Once you have reconciled all document matches, continue to the Ledger Line Matching screen.